



COMMONWEALTH of VIRGINIA

Mark R. Warner
Governor

10/30/02

Memorandum

To: Agency Heads involved in the IT Due Diligence Project

From: Eugene Huang
Deputy Secretary of Technology

RE: Update on the Strategic Plan for Technology

As you know, Governor Mark Warner and Secretary of Technology George Newstrom unveiled the Strategic Plan for Technology in late September. With your help we have recently completed the Due Diligence phase of the Strategic Plan, a crucial component for determining our strategy going forward.

Each Cabinet Secretariat designated an IT data collection lead for this effort, and these individuals played an instrumental role in answering questions, collecting data, and communicating our timetables to state agency personnel. Recognizing the relationship that they have had with IT Agency personnel, if convenient, we have asked them to stay on and continue working with us in a Communications role.

Over the next 6-8 weeks Secretary Newstrom would like to host town hall meetings for you and your information technology employees. We envision this effort both as an information session, opportunity for me to receive input, and a Q & A session for you and your IT employees. We will be asking the IT Communication leads to discuss with you dates, time and locations for these meetings.

I would also like to announce the availability of a web site dedicated solely to the Strategic Plan (<http://www.techplan.state.va.us>) In addition to finding the plan at this site, state employees can access updates, frequently asked questions and by link (Info@techplan.state.va.us) email questions directly to a team of individuals for response.

In an effort to communicate frequently and as openly and honestly as possible in regards to the Plan, I will be emailing IT employees next week, announcing this site and email link and soliciting their input on the plan.

We will have one other significant effort taking place in the next few weeks. We need your assistance in regards to a change management survey that we are conducting in conjunction with the Strategic Plan.

Select employees have been chosen at random and are being invited to participate anonymously in an assessment survey that will help determine the level of communication, information, understanding and comfort state employees have with the Strategic Plan. These assessments will help with on-going efforts to communicate with state employees. In addition, your Cabinet Secretary has been informed about this assessment.

The following employees have been selected to participate in the survey:

(List of employees inserted)

The employees will receive an invitation letter by November 1, inviting them to attend a one hour assessment session the week of Nov. 18 -22 at a Richmond location.

Please notify your employees by November 1 that they have been selected to participate in a session.

Should you have questions about the assessment, contact Beth Tompkins (btompkins@dit.state.va.us.)

Your commitment to this important effort is appreciated and is vital to the successful implementation of the Strategic Plan for Information Technology.

If you have any additional questions regarding the Strategic Plan for Technology or its implementation, please do not hesitate to call or email my office.